

CORYS ELECTRICAL LIMITED

POSITION DESCRIPTION

Role Title:	Sales Representative
Reports To:	Branch Manager

PURPOSE OF THE ROLE

Is to manage/service your area and allocated customer accounts, seek out and win sales, building long term customer relationships and to maximise sales, gross profit and debtor control.

KEY TASKS	DELIVERABLES
Key Accounts Management	<ul style="list-style-type: none"> Contribute to the preparation of key account sales budgets and plans Maintain regular contact with key account clients to ensure client satisfaction and develop new business opportunities Liaise with relevant sales/marketing staff to co-ordinate key account activities and ensure these clients receive quality and professional service Ensure all quotations are presented in a timely, professional and competitive manner with effective follow-up until business is either secured or a full understanding of "why not" is understood Vigilantly monitor and manage outstanding debtors by analysing the aged debtors report and act as a conduit between the customer and the Credit Department.
Budget Management	<ul style="list-style-type: none"> Track and analyse sales, customer mix and product to develop situations and strategies that grow the business and increase gross profit Ensure that sales budgets are achieved by monitoring your performance against plan on a monthly basis, reviewing previous performance objectives and setting new forward objectives.
Team and Individual Performance	<ul style="list-style-type: none"> Provide relevant and up to date reports on any competitor activity and maintain good links between the sales team.

KEY RELATIONSHIPS

Internal <ul style="list-style-type: none"> Area Manager Regional Sales Team Branch Managers Credit Manager 	External <ul style="list-style-type: none"> Customers (current & potential) Other aligned businesses
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PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES	
Influences Others	Persuades or influences a customer to accept a point of view or take a course of action which directly or indirectly generates sales.
Initiates Action	Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive.
Maximises Competitive Advantage	Has the ability to maximize competitive advantage while professionally disadvantaging the competition.
Managing the Job	Effectively manages multiple demands upon time to ensure tasks are completed on schedule.
Builds Trust	Interacts with others in a way that gives them confidence in your intentions and those of the company.
Contributes to Team Success	Actively participates as a member of a team to move the team towards the completion of goals.
Innovate	Generates innovative solutions; explores different and novel ways to deal with problems and opportunities.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED
Experience / Knowledge <ul style="list-style-type: none"> • Around 2 - 5 years' experience in a sales role • A detailed knowledge of the electrical industry is highly desirable but not essential • Sound general experience in most aspects of sales management (2 -5 years' experience) • Intermediate computer literacy • A tertiary (i.e. or diploma-level) qualification in sales is highly desirable although 2 - 5 years' experience is equally valued.

OCCUPATIONAL HEALTH & SAFETY

PHYSICAL CONSIDERATION

Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

ACTIVITY	HAZARD
Computing	<ul style="list-style-type: none">• Use of computer monitor• Occupational overuse syndrome
Transport/distribution operations	<ul style="list-style-type: none">• Moving vehicles
Driving	<ul style="list-style-type: none">• Traffic• Road conditions• Fatigue
Warehousing	<ul style="list-style-type: none">• Stacked product/obstacles• Manual handling and lifting• Spillages and slippery surfaces• Chemicals
Telephone use	<ul style="list-style-type: none">• Cradling of receiver• No usage of headset